

District Four Juvenile Justice SUDS Committee

Article I: Name

The District Four Juvenile Justice Substance Use Delivery System (SUDS) committee shall be referred to as the Local Accountability Group (LAG).

Article II: Purposes and Functions

Section 1: Purposes

The purpose of the LAG shall be to oversee the process and how the counties will track and manage resources and expenditures. Additionally, the LAG will determine service priorities and lengths of stay within the appropriate levels of service for juveniles receiving services.

Section 2: Functions

1. Develop a district wide comprehensive SUD services plan that includes: Intake, assessment level of service, service authorization, service delivery, payment authorization, service coordination, and continuous case management.
2. Maximize the utilization of the appropriated funds for services and support for juveniles and their families within District Four.
3. Oversee and identify standards of best practice for the District Four Juvenile Justice SUDS operations.
4. Oversee and collect performance measures as outlined by Idaho Department of Juvenile Corrections (IDJC) to include: Treatment status, treatment outcome, supervision status, and risk level.
5. Provide quarterly financial and outcomes reports as required by IDJA in collaboration the IDJC SUDS coordinator.

Article III: Membership

Membership shall consist of representatives from each of the county juvenile probation departments from the Fourth Judicial District (Ada, Boise, Elmore, and Valley), IDJC District Liaison, Juvenile Drug Court Coordinators, and the District Four Juvenile Justice SUDS Project Manager. The following is a list of members which is subject to change or substitution.

1. Ada County – Chris Palmer (or designee)
2. Boise County – Kevin Burke (or designee)
3. Elmore County – Monica Halliday (or designee)
4. Valley County – Doug Miller (or designee)
5. IDJC District Four Liaison – Jason Stone
6. Juvenile Drug Court Coordinator – Claryce Manweiler
7. District Four Juvenile Justice SUDS Project Manager – (to be determined)

A LAG chairperson shall be elected by the committee and he/she shall serve for a period of one year. The Project Manager will report to the other members of the LAG. The elected chairperson will be the primary point of contact for the Project Manager.

Article IV: Meetings

The District Four LAG will meet on a weekly basis; Friday at 9:00am. Meetings will be hosted by Ada County with availability to attend the meeting via teleconference or other technological means. Special meetings may be called by any member of the LAG as needed by requesting a meeting with the committee chairperson no shorter than 24 hours in advance to the anticipated meeting. Meetings will be held for the purposes of managing service delivery and intake for clients referred for and receiving services through SUDS.

Article V: Voting

The District Four Juvenile Justice LAG will act as the decision making board in screening referrals and reviewing clients currently receiving services funded through SUDS. The LAG will also make decisions on any issues impacting SUDS. After each committee member has been given ample information and opportunity to express opinions, the LAG members will move forward with a vote. The decision is made when simple majority of those in attendance is reached.

The District Four Juvenile Justice LAG is dedicated to working as a team to resolve problems that come to the attention of the group.

Article VI: Operational Protocols

The District Four LAG proposes the use of 10% or less of the district's allocation to hire a Project Manager and cover any necessary administrative costs associated with this position. The Project Manager will assist with the implementation and follow-up of the proposed plan. The Project Manager job description and salary range is subject to annual review by the committee.

With support from the other counties within District Four, Ada County has agreed to act as the host county for any SUDS related operations. Ada County will cover initial costs of the Project Manager and will later be reimbursed.

Intake:

- 1. Identify Potential Clients/Initial Screening:** Each County Probation Department, or designated personnel, will administer the Global Appraisal of Individual Needs – Short Screener (GAIN-SS) or GAIN-Quick to identify those juveniles needing further assessment, and administer the YLS/CMI (Youth Level of Service/Case Management Inventory) risk assessment tool to determine criminogenic risk.
 - a. There are two methods in which a client will come to the attention of the LAG; per order of the court, or through requirement imposed by probation following the identification of a substance use issue.
 - i. The court may order a client to be subjected to drug and alcohol assessment and/or treatment at the recommendation of probation based on the GAIN-SS, or whenever deemed appropriate by the court.

- ii. Through normal probation supervision the JPO discovers identifiers of substance use the JPO can administer the GAIN-SS. If the results indicate further assessment is needed, a referral for a GAIN-I will be forwarded to the LAG.
 - b. The Project Manager will ensure all counties not trained to use the GAIN-SS are properly trained and able to identify potential referrals to SUDS.
 - c. County Juvenile Probation Officer (JPO) will utilize available resources to meet the needs of those not needing further assessment.
 - d. If the County JPO deems further assessment is necessary, the JPO will complete the following referral packet for submission to the Project Manager (paperwork flow to be determined by the LAG).
 - i. District Four referral form (to be developed by the Project Manager or designated LAG member).
 - ii. BPA – Client Intake Form
 - iii. BPA-Release of Information
 - iv. BPA-Financial Eligibility Form
 - v. BPA-Government Performance Results Act (GPRA) Consent Form for Access to Recovery (ATR) clients
 - vi. GAIN-SS or GAIN-Q & YLS/CMI (completed)
- 2. Initial Assessment:** District Four is proposing, whenever possible, the agency completing the assessment also provide treatment services unless the level of care determined is not provided by the agency conducting the assessment.
- a. Client provided with a list of available qualified providers and informs JPO of his/her selection. Preference should be given to qualified providers within the client's county of residence (if available)
 - b. Assessment with Qualified Professional (QP) or Qualified Substance Use Disorder Professional) QSUDP using GAIN-Intensive
 - c. If recommended treatment is available through the assessing provider, the client shall receive treatment through the assessing entity.
 - d. Any exceptions are to be approved by the LAG.
- 3. Determining Level of Service & RSS Needs:** Project Manager will work with referring County to determine Level of Service and Recovery Support Services needed.
- 4. Service Plan including RSS developed, approved, and authorized:** The LAG approves and provides payment through a voucher system.
- 5. Service Delivery:**
- a. Project Manager develops a treatment timeframe to be reviewed/monitored by the LAG.
 - b. Weekly meeting to staff intake cases, discuss cases currently in treatment, and make other decisions as necessary.
 - c. All cases are subject to review by the LAG.

6. Payment Authorization:

- a. The LAG provides a payment voucher to the Project Manager.
- b. Project Manager submits payment voucher to BPA.
- c. Payment plan for non BPA providers (to be determined by Boise, Elmore, and Valley Counties).

7. Non BPA providers

- a. Non-BPA Providers Service plan and qualifications - The Project Manager will work with county Juvenile Justice Administrators to establish a document that will outline requirements to be met by non-BPA providers. All documentation and criminal checks proving qualifications must be to the project director of the LAG and presented to the LAG for approval before any service begins. Provider service assurance reports will be required to be sent to the project director at the end of treatment and/or quarterly, depending on length of treatment.
- b. Non-BPA Providers Evidence Based Treatment – Treatment will adhere to best practice and evidence based models. Non-BPA providers will be required to send their treatment plans to the Project Manager for the LAG team. These will be approved by the LAG before services commence. Non-BPA providers will be required to provide assurance that these plans are being followed and progression in treatment is occurring.
- c. Non-BPA Providers Data Collection – The non provider will collect the TEDS and the NOMS data elements during the initial meeting with the client. These documents will be forwarded to the JPO in the designated county. No Non-BPA provider will be paid without returning these completed documents to the county in which they bill. The JPO will be responsible for submitting this information to the Department of Juvenile Corrections liaison.
- d. Non-BPA Providers Billing – If non BPA providers are used: Juvenile Justice Administrator for the county making this decision will prepare billing to go to the Project Manager of the LAG team. The Project Manager will present billing to the LAG team. Upon approval by the LAG team the Project Manger will return statement to the appropriate county with a voucher for payment. Payment will be made by the county, then go out for reimbursement. Services will be rendered before payment is made.

8. Treatment Resource Allocation Plan: See the addendum with each county's projected Resource Allocation Plan.

District Four's financial resource allocation is as follows:

- i. Ada – \$806,476 (\$201,619 per quarter)
- ii. Boise - \$16,472 (\$4,118 per quarter)
- iii. Elmore - \$54,608 (\$13,652 per quarter)
- iv. Valley - \$15,976 (\$3,994 per quarter)

9. Performance Measures: The Project Manager will track progress and report to the District Four Juvenile Justice LAG and IDJC. The following performance measures are outlined by IDJC and will be reported on a quarterly basis separated by each county in District Four:

- a. Treatment Status of each juvenile served during the quarter: Date treatment started, level(s) of service, number of days in treatment or service units provided.
- b. Treatment outcome: Clients exhibiting the desired change as evidenced by days without use and days without subsequent adjudication (as reported by JPO).
- c. Supervision status: Client's probation status.
- d. Offense Status: Clients arrested or petitioned to court on new offenses.
- e. Risk Level: Pre/post YLS/CMI surveys.
- f. Treatment Episode Data Set (TEDS) and National Outcome Measures (NOMS) information will be provided by BPA.